

YOUTH SERVICES POLICY

Title: Employee Assistance Program Next Annual Review Date: 05/17/2014	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.11
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References: ACA Standards 2-CO-1C-20, 2-CO-1C-25 (Administration of Correctional Agencies), 4-JCF-6D-03, 4-JCF-6D-08 (Performance-Based Standards for Juvenile Correctional Facilities); YS Policies A.2.7 "Drug-Free Workplace" and A.2.22 "Violence-Free Workplace"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/17/2012

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish a uniform policy regarding the use of the State of Louisiana Employee Assistance Program (EAP), which is designed to assist and support employees who are experiencing personal problems and may benefit from outside management or professional help.

III. APPLICABILITY:

This policy applies to all employees in Youth Service (YS). Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. DEFINITIONS:

Employee Assistance Program Manager - Central Office employee designated by the Deputy Secretary to ensure that EAP services are provided and that EAP records are kept in a confidential manner.

Employee Assistance Program Unit Coordinator - Employee designated by the Unit Head to ensure that EAP services are provided and that EAP records are kept in a confidential manner.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy to maintain an Employee Assistance Program which operates as a peer referral service to any employee with a personal problem that is affecting or has the potential to affect the individual's work performance. The EAP Unit Coordinator shall assist the employee in identifying the problem and locating sources of treatment or rehabilitative help.

VI. PROCEDURES:

- A. The Deputy Secretary shall designate an EAP Program Manager in the Central Office.
- B. Each Unit Head shall designate an EAP Unit Coordinator.
- C. Information regarding the EAP shall be posted on employee bulletin boards.
- D. Employees may gain access to the EAP by contacting the EAP Unit Coordinator or the EAP Program Manager at YS Central Office, who shall ensure that services are provided.
- E. The OJJ EAP Unit Coordinator may contact the regional Office of Behavioral Health EAP Coordinator using the peer support network. The website to search for the local office is <http://new.dhh.louisiana.gov/index.cfm/page/96>. The local Office of Behavioral Health may be able to provide the services needed or the employee can access a private provider who is preferred by their insurance company. In addition, there are many other services the employee can be referred to that are free of charge to include Alcoholics Anonymous, Rape Crisis Center, etc.
- F. The employee's job, career, future or professional reputation shall not be jeopardized as a result of utilizing the EAP. The program is intended to be rehabilitative rather than punitive. However, participation in the EAP does not shield an employee who has violated employee rules or engaged in criminal activities or committed criminal acts.
- G. Employees with personal problems, such as alcohol or drug dependency, mental or emotional disturbances, marital, family, financial or legal concerns, etc., that are affecting or might affect job performance, are encouraged to seek help voluntarily through the EAP. Self-referrals may be made confidentially. Supervisors may also refer an employee to the EAP if they have reason to believe that a personal problem may be affecting work performance. All such referrals shall remain confidential.
- H. Employees are highly encouraged to participate in the EAP program. Failure to participate will not result in disciplinary action. Employees, however, will be held responsible for their work performance by their supervisors.
- I. An employee's work performance may be affected by the problems of his spouse or other dependents; therefore, the program is available to the families of employees as well. Spouses or other family members are encouraged to contact the EAP Unit Coordinator or the EAP Program Manager at Central Office if the family is in need of a referral for assistance in coping with a problem.

- J. YS may grant leave (annual, sick, compensatory or leave without pay) for up to 90 calendar days as needed for the purpose of active treatment or rehabilitation. Leave must be approved by the employee's supervisor or other appointing authority.
- K. Information regarding an employee's participation in the EAP shall not be placed in the employee's personnel file or released without the employee's written consent.
- L. Participation in the program will not jeopardize an employee's position or future job opportunities. Informational records shall be maintained in a confidential manner by the Unit EAP Coordinator or the Central Office EAP Program Manager working directly with the employee.
- M. Costs associated with the EAP (the professional evaluation, treatment, etc.) are the responsibility of the employee. In many cases, this cost would be covered by health insurance. Employees may contact an EAP member at the DHH for assistance in clarifying any insurance coverage questions at (225) 922-2700.
- N. Additional information may be obtained by logging into: <http://new.dhh.louisiana.gov>.

Previous Regulation/Policy Number: A.2.11

Previous Effective Date: 01/15/10



Attachments/References: [A.2.11 \(a\) EAP Brochure - 3-28-12.docx](#)